

# Quotation Request //

## US Government Publishing Office

Northeast Region  
infonortheast@gpo.gov  
Washington DC 20401-0000

**JACKET:741-282**

**Quotations are Due By:**  
**(Eastern Time) 11:00 AM on 06/12/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** RECORD IDENTIFIER FOR PERSONNEL RELIABILITY PROGRAM

**QUANTITY:** 500 -----

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Email to mrosen@gpo.gov

Late quotes will not be accepted. All problems submitting quotes via email must be reported prior to bid opening time to mrosen@gpo.gov.

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**TRIM SIZE:** 8 1/2 x 11"

**SCHEDULE:**

Furnished Material will be available for pickup by 06/14/2023

Deliver complete (to arrive at destination) by 07/12/2023

F.O.B. destination

Upon award contractor is required to provide a preaddress UPS or FedEx label emailed to mrosen@gpo.gov. Return address should read: DLA Strategic Data Services, J67F, Lashineda Alsevido, 700 Robbins Avenue, Bldg. 4D, Philadelphia, PA 19111 M/F: GPO PO + GFM Jacket 741-282.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent, to Lashineda.alsevido@dla.mil and copy mrosen@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket, 741-282/Title//Requisition Number. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor, must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Forms are printed on 110# Pink Index pantone 204U in Black Ink one side only.

Trim size is 8-1/2" X 11"

Drill 2 Holes 1/4" in Diameter, 2-3/4" Center to Center and 1-1/8" from 8-1/2" Top to Center of Holes.

1-1/8" Top, Center Left and Right

2 Horizontal Scores, 1-9/16" and 1-15/16" from 8-1/2" Top

Kraft wrap per unit of issue 50 Forms per package

**MATERIAL FURNISHED:** Contractor to pickup at GPO. -----

Prior printed sample for copy - Type Setting Required

GPO Form 905 Labeling and Marketing Specifications

GPO Delivery Confirmation

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Northeast regional office prior to further performance. Email mrosen@gpo.gov

All expense incidental to picking up and returning materials and furnishing samples must be borne by the contractor. See GPO Contract Terms.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* K10, Index; Pink 204U Basis Weight 110 LB.

**COLOR OF INK:**

Black

**PRINT PAGE:** One Side Only

**MARGINS:** Follow Copy Sample.

**PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Contractor must email Lashineda.alsevido@dla.mil and copy mrosen@gpo.gov

Proofs will be held not more than 2 days

The contractor must not print prior to receipt of OK to print

**PACKING:**

Kraft wrap in units of 50 per wrap.

NOTE: These packing instructions MUST be followed completely. Any deviation or change may result in the order being refused at the warehouse, and the contractor will be responsible for correcting any packing deviations from these instructions, and will be responsible for re-delivery at their expense.

Kraft wrap must be a minimum of 60 Lb. Paper. NOTE: Envelopes of this weight can also be used as appropriate. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping, etc. Paper tape is acceptable. NO SCOTCH OR PLASTIC ADHESIVE TAPE MAY BE USED TO SEAL KRAFT WRAPPED PACKAGES.

Warehouse Unit of Issue label must be affixed to the outside of package. It may be placed on the ends of the packages, if possible, or on the face of each package, centered.

Reproduce Unit of Issue labels for each package. Camera-ready label art is provided to produce this label. Reproduce at approximately 3-1/4 X 5-1/2 inches, if possible. For smaller packages - this label art may be reduced in size to fit the package, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 LB. White Index.

Warehouse Unit of Issue labels must include Title) Stock Number, Form Number, Control Number, and Quantity. Labeling and Marking Specifications must be followed.

Pack in shipping containers. Each shipping container must not exceed 40 lbs. when fully packed. GPO form

905 (L&M Specs.) are required on each carton and must be reproduced on YELLOW stock. (20 # writing or equal). Carton dimensions (do not exceed): Height: 11 to 12-1/2 inches; Length: 11 to 11-1/2 inches; Width: 17-1/2 to 18 inches.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are NOT authorized and must not be used.

NOTE: Uniform cartonization is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be 1 carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly unitize unit of issue boxes and shipping cartons will result in refusal at the warehouse, and return to the Contractor for proper packing and reshipment at the Contractor expense.

PALLETS: Pallets are required for all destinations receiving 10 or more shipping containers. NOTE: FAILURE TO PROPERLY PALLETIZE MAY BE CAUSE FOR EITHER REPALLETIZING AT THE CONTRACTOR EXPENSE, OR REFUSAL TO ACCEPT, REQUIRING THE CONTRACTOR TO PICK UP) RE-PALLETIZE, AND RE-DELIVER THE JOB AT THEIR EXPENSE. See GPO Contract Terms.

Pallets must meet the following requirements to be used with the Standard Warehouse Operating System in the Anny distribution warehouse:

Packages shall be clearly marked with specific contents and quantities and shall weigh no more than 50 lbs. individually. Blue Label boxes (if any), should be clearly marked and placed near the top of the pallet. Boxes should be of sufficient strength to support stacking on a pallet. Palletized shipments shall be shrink wrapped and secure not to exceed 56 in height with pallets suitable for movement with material handling equipment. JFOL requires advance notification of pending shipments once scheduled with carrier for delivery to include tracking or PRO #'s forwarded to the following individuals:

Shaun Sullivan - shaun.sullivan@dla.mil @ (405) 226-3068

Lindsay Brock - lindsay.brock@dla.mil @ (405) 203-8806

Deliveries shall be made to the following address during the day and times listed below:

Instructions are subject to change prior to each contract award and if changes occur JFOL will contact appropriate personnel once specified.

**DISTRIBUTION:**

Deliver Product to: DLA - J67F JFOL

-----Attn: Bobby Branscum

-----3420 D. Avenue

-----Building 1, Door 64

-----Tinker AFB, OK 73145

----- (405) 855-3039

-----Monday thru Friday - 7:00AM to 3:00PM

Advance Notice is Required

Return GFM, CD & 2 Samples to: DLA Strategic Data Operations

-----Attn: Lashineda Alsevido / 3-770943M/741-282  
-----700 Robbins Avenue, Bldg. 4-D  
-----Philadelphia, PA 19111

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**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Average Type Dimension in Publication

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**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

**Attachment(s):** NONE